

## CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Re-printing an EMT/AEMT Card</b>	<b>Number: 650-87</b>
<b>Effective Date: 11-16-2020</b>	

### PURPOSE:

To provide instructions on how to re-queue and re-print an EMT or AEMT card.

### REGULATION GUIDANCE:

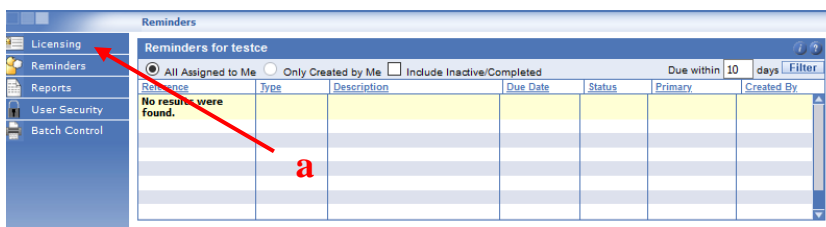
According to Section 100344 of Chapter 10, all California issued EMT and Advanced EMT wallet-sized certification cards shall be printed by the certifying entity or the Authority using the Central Registry. The cards shall be printed using the single Authority approved format on cards provided by the Authority. Chapter 2, Section 100062 (f) states that **if an EMT or Advanced EMT certification card is lost, destroyed, damaged, or there has been a change in the name of the EMT, a duplicate certification card may be requested.** The request shall be in writing to the certifying entity that issued the EMT certificate and include a statement identifying the reason for the request and if due to a name change, include a copy of legal documentation of the change in name. The duplicate card shall bear the same certification number and date of expiration as the original card.

### REFERENCE:

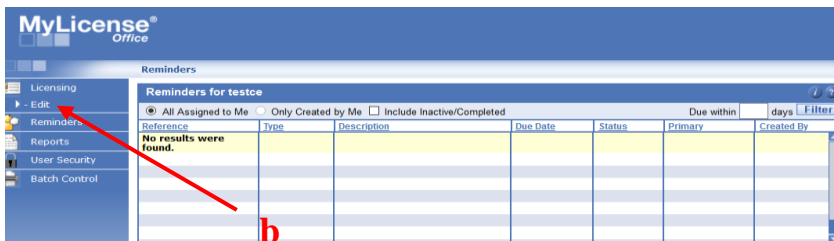
- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Emergency Medical Technician, Section 100062
- Chapter 3: Advanced Emergency Medical Technician, Section 100123
- Procedure 650-65 How to Print an EMT card

### PROCEDURE:

1. Once you are logged into MLO, click on the Licensing module (a) to see the Edit option.



In the left column of the Central Registry under Licensing, click > Edit (b).

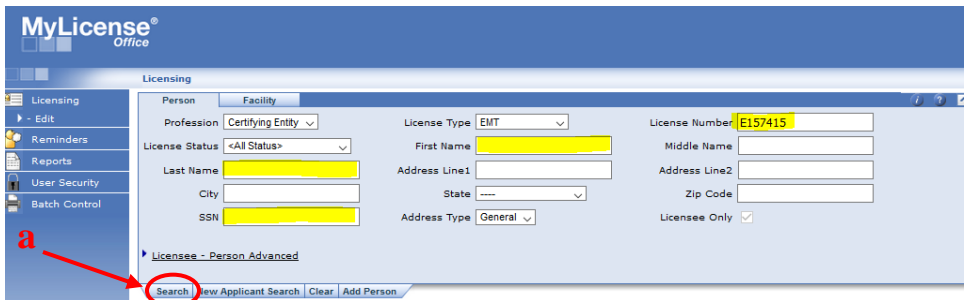


For questions or support, send an email request to [mlohelpdesk@emsa.ca.gov](mailto:mlohelpdesk@emsa.ca.gov) using the [MLO Helpdesk Keywords](#).

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2. Enter the EMT or AEMT certification number or SSN for the person record/certification that you wish to search and reprint. Use the **Search tab** (a) **NOT the New Applicant Search tab** which is used for initial applications. You may also search by name.



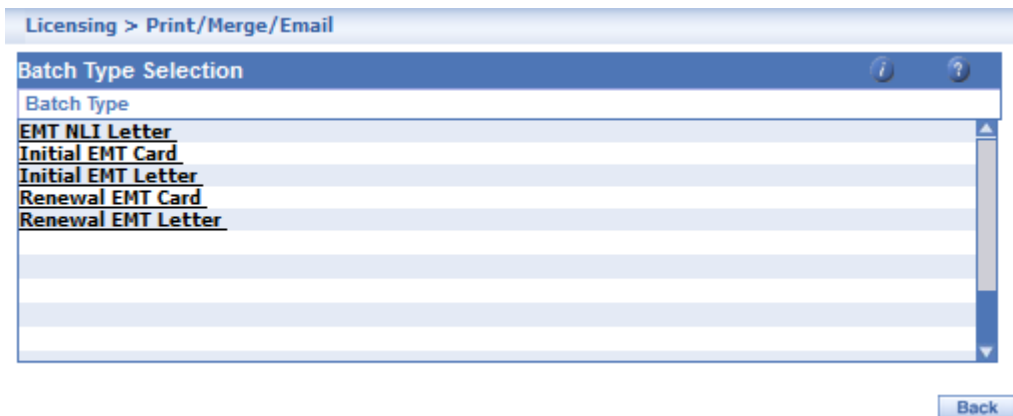
The screenshot shows the 'MyLicense Office' interface. On the left is a navigation menu with 'Licensing' selected. The main area has tabs for 'Person' and 'Facility'. Under 'Person', there are fields for 'Profession' (set to 'Certifying Entity'), 'License Type' (set to 'EMT'), 'License Number' (set to 'E157415'), 'License Status' (set to '<All Status>'), 'First Name', 'Middle Name', 'Last Name', 'Address Line1', 'Address Line2', 'City', 'State', 'Zip Code', 'SSN', and 'Address Type' (set to 'General'). There is a 'Licensee Only' checkbox which is checked. Below these fields is a section titled 'Licensee - Person Advanced' with buttons for 'Search', 'New Applicant Search', 'Clear', and 'Add Person'. A red arrow labeled 'a' points to the 'Search' button.

3. Once you have opened the correct EMT or AEMT record, locate the “Tasks” drop-down menu on the top right and select Print (a).



The screenshot shows a 'TASKS' drop-down menu. The menu is open, showing options: 'Hold/Alert', 'Print', 'Change License Status', and 'History'. A red arrow labeled 'a' points to the 'Print' option.

4. The next screen is the Batch Type Selection. Here you will select Initial (EMT/AEMT) Card **OR** Renewal (EMT/AEMT) Card. **Note:** If it is a Reinstatement, you will click on the Initial card or letter.



The screenshot shows the 'Batch Type Selection' screen. The title bar says 'Licensing > Print/Merge/Email'. The main area has a 'Batch Type' dropdown menu. Below it is a list of batch types: 'EMT NLI Letter', 'Initial EMT Card', 'Initial EMT Letter', 'Renewal EMT Card', and 'Renewal EMT Letter'. A 'Back' button is visible at the bottom right.

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5. Once you select the type you want to print, the screen will provide two tabs below. Click on Batch for Printing (a) if you want to print later OR click on Merge (b) if you wish to send to a word document and print now.

The screenshot shows a web application window titled 'Licensing > Print/Merge/Email'. Inside, there's a 'Batch Type Selection' panel with a search bar and a list of options: 'Renewal EMT Card' (highlighted in yellow) and 'Renewal EMT Letter'. Below the list are two tabs: 'Batch for Printing' (labeled with a red arrow 'a') and 'Merge' (labeled with a red arrow 'b'). A 'Back' button is visible at the bottom right of the window.

6. If you clicked on the **Batch for Printing** tab, the following message will appear and you may print later following Procedure 650-65 *How to Print an EMT Card*.

This screenshot shows the same 'Batch Type Selection' window, but the 'Batch for Printing' tab is now selected. Below the window, a red message states: 'The selected form has been queued for later printing.' The 'Back' button remains at the bottom right.

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7. If you clicked on the **Merge** tab, a box (shown below) will open. Click on Open with Word (a) and click OK. A word document will open with the selected template. You may now send this word document (b) to the card printer and print the card.

